

Ana M. Viamonte Ros, M.D., M.P.H. State Surgeon General

Lillian Rivera, RN, MSN, Administrator Sample Miami-Dade MRC Welcome Letter

June 01, 2008

Dear Healthcare Professional,

Thank you for your recent application to the Miami-Dade County Medical Reserve Corps through the Florida Emergency Health Volunteer Registry (FEHVR) www.servfl.com . We are currently processing your volunteer application and as soon as we can complete your registration as a Miami-Dade MRC volunteer, we will send you a welcome package with additional information about enrollment, orientation and training opportunities.

Welcome to Miami-Dade MRC. We hope you will find your MRC experience to be fulfilling and rewarding. We are sure that the community will appreciate your noble service to them. Together we can build strong, healthy, and prepared communities.

If you should have additional questions, please do not hesitate to contact the Miami-Dade MRC Coordinator at (305) 470-5668 or email to miamidademrc@doh.state.fl.us

Best regards,

Claudio Micieli, MPH







Ana M. Viamonte Ros, M.D., M.P.H. State Surgeon General

Lillian Rivera, RN, MSN, Administrator Sample Miami-Dade MRC Additional Information Request Letter

June 01, 2008

Dear Healthcare Professional,

Thank you for your recent application to the Miami-Dade County Medical Reserve Corps through the Florida Emergency Health Volunteer Registry (FEHVR) www.servfl.com. We are currently processing your volunteer application and we have noticed that there may be some information lacking in your account with the FEHVR system.

We would like to complete your application review as soon as possible, but in order to do so, we need to make sure your information in the FEHVR system is updated and correction or additions are completed by you at your earliest convenience. Please log into your FEHVR account and review your personal and license (if appropriate) information and make the necessary changes or additions.

As soon as we receive this updated information and we can complete your registration as a Miami-Dade MRC volunteer, we will send you a welcome package with additional information about orientation session and training opportunities.

If you should have any problems updating your information in FEHVR or if you should have additional questions, please do not hesitate to contact the Miami-Dade MRC Coordinator at (305) 470-5668 or email claudio micieli@doh.state.fl.us

Welcome to Miami-Dade MRC.

Best regards,

Claudio Micieli, MPH







Ana M. Viamonte Ros, M.D., M.P.H. State Surgeon General

Lillian Rivera, RN, MSN, Administrator Sample Miami-Dade MRC Volunteer Enrollment Letter

June 20, 2008

Dear Healthcare Professional,

Thank you for making the Miami-Dade County Medical Reserve Corps (MRC) part of your volunteer activities. I am certain that your knowledge and expertise will be great assets to our organization.

You are just one step away from becoming an MRC volunteer. Included in this packet you will find the following forms: "Florida Department of Health Volunteer Enrollment Application", "Miami-Dade County Medical Reserve Corps Confidentiality of Information Form" and "Miami-Dade County Medical Reserve Corps Photography Consent Form". Please complete these forms, and return them to us only by regular mail. Do not send the forms by fax or e-mail.

Unique opportunities are waiting for you. A welcome orientation package, monthly newsletters via email and dedicated member services will make you feel proud to be a volunteer. Furthermore, you will be invited to participate in trainings, drills, and other activities that will keep you engaged as an MRC volunteer. All this is at no cost to you.

We count on you. Learn about local emergency procedures and be trained in all-hazards preparedness. If an emergency should arise in our community, you may have an opportunity to be deployed as part of the Miami-Dade County Health Department emergency response team. We will support you with liability protection and worker's compensation when serving as part of the MRC.

Your participation in Miami-Dade MRC is voluntary. It will always be up to you to decide if it is feasible, appropriate or even safe to participate in any activities related to the MRC initiative, including deployment during a real event. You always have the right to refuse or decline at any time and that will not hinder your ability to participate in future activities or deployments as part of the MRC group.

Welcome to Miami-Dade MRC. We hope you will find your MRC experience to be fulfilling and rewarding. We are sure that the community will appreciate your noble service to them. Together we can build strong, healthy, and prepared communities.

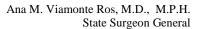
Please do not hesitate to contact us if you should have any questions.

Best regards,

Claudio Micieli, MPH









Lillian Rivera, RN, MSN, Administrator Sample Miami-Dade MRC Enrollment Application Received Letter

June 16, 2008

Dear Healthcare Professional,

Thank you for your commitment to volunteer in Miami-Dade MRC. This is to inform you that we have received your enrollment application. As soon as we have completed the review process, we will be sending you information about orientation and training as a new MRC member.

Learn more about Medical Reserve Corps. You will be invited to attend an orientation session. Your attendance is voluntary, but in that session you will have the opportunity to know more about the MRC initiative, policies/procedures as related to it, and your role as an MRC volunteer in medical and public health emergency response in Miami-Dade. Additionally, you will meet the MRC Coordinator, MRC Staff, and other MRC volunteers.

Become an active MRC volunteer! You will be invited to attend the MRC Core Competencies Training. This basic training represents the baseline level of knowledge and skills that all MRC volunteers should have, regardless of their roles within the MRC unit. You will receive more detailed information about this training with your acceptance letter.

Be prepared to serve your community in times of need. After your orientation session and basic training you will be periodically notified about advance training opportunities and invitations to participate in exercises and drills with the Miami-Dade County Health Department and other response partners.

Be deployed in a real event. As a well trained and prepared MRC volunteer you may be deployed as part of the Miami-Dade County Health Department emergency response team to support exiting local emergency responders during emergencies or catastrophic events. We will support you with liability protection and worker's compensation when serving as part of the MRC.

And remember, your participation in Miami-Dade MRC is voluntary. It will always be up to you to decide if it is feasible, appropriate or even safe to participate in any activities related to the MRC initiative, including deployment during a real event. You always have the right to refuse or decline at any time and that will not hinder your ability to participate in future activities or deployments as part of the MRC group.

Welcome to Miami-Dade MRC. Please do not hesitate to contact us if you should have any questions.

Best regards,

Claudio Micieli, MPH







Volunteers Building Strong, Healthy, and Prepared Communities

June 19, 2008

Dear Healthcare Professional,

WELCOME to the Miami-Dade MRC family. This is to inform you that we have processed your volunteer enrollment application and you have been accepted as a valuable member of the Miami-Dade MRC volunteer group. We hope you will find your MRC experience to be fulfilling and rewarding. We are sure that the community will appreciate your noble service to them. Together we can build strong, healthy, and prepared communities.

We would like to invite you to learn more about Medical Reserve Corps. A comprehensive one hour orientation session has been developed to provide you with more information about the MRC initiative, policies/procedures as related to MRC, and your role as an MRC volunteer in medical and public health emergency response in Miami-Dade. You will also have the opportunity to meet the MRC Coordinator, MRC Staff, and other MRC volunteers.

Miami-Dade MRC Orientation

Next Orientation Session has been scheduled for June 18, 2008. You have two options to choose from:

Option 1: July 23, 2008 - 8:00 AM - 9:00 AM Option 2: July 23, 2008 - 4:00 PM - 5:00 PM

Location: Large Conference Room

Miami-Dade County Health Department

8600 NW 17 Street, Suite 200

Miami, FL 33126

Purpose of the MRC Orientation Session:

The orientation session will provide the opportunity for new MRC volunteers to learn more about the MRC volunteer initiative, policies/procedures as related to MRC, training

requirements, activities, and their role as an MRC volunteer in medical and public health emergency response in Miami-Dade.

Intended Audience:

New MRC volunteers and those who work supporting the MRC initiative.

Goals:

- 1) Increase participant awareness and knowledge about the MRC initiative.
- 2) Provide information about policies/procedures related to MRC.
- 3) Provide information about the role of MRC volunteers in medical and public health emergency response in Miami-Dade.
- 4) Provide information about training requirements and future activities opportunities.
- 5) Provide an opportunity for networking.

Objectives: By the end of the orientation session, participants should be able to:

- Achieve basic understanding of the MRC initiative.
- Identify MRC guidelines and/or procedures for assignment, activation, reporting and deactivation.
- Understand MRC member's roles and responsibilities.
- Describe the role of the local MRC unit in public health and/or emergency response in Miami-Dade.
- Recognize the need for additional trainings and/or activities as they pertain to MRC.

Agenda:

Option 1: July 23, 2008 - 8:00 AM - 9:00 AM

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8:00 - 8:10 AM
8:10 - 8:20 AM
MRC initiative overview
Miami-Dade MRC unit role in public health and/or emergency response
Miami-Dade MRC unit policies and procedures
What is next - Questions and Answers session
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Option 2: July 23, 2008 - 4:00 PM - 5:00 PM

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4:00 - 4:10 PM MRC initiative overview
4:10 - 4:20 PM Miami-Dade MRC unit role in public health and/or emergency response
4:20 - 4:50 PM Miami-Dade MRC unit policies and procedures
4:50 - 5:00 PM What is next - Questions and Answers session
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Facilitator:

• Claudio Micieli, M.P.H., Government Operations Consultant, Miami-Dade County MRC Coordinator, Miami-Dade County Health Department, Public Health Preparedness Program.

Registration and information:

The Miami-Dade MRC Orientation session is FREE and intended for all MRC volunteers.

Large Conference Room Miami-Dade County Health Department 8600 NW 17 Street, Suite 200 Miami, FL 33126

Registration Form

Please reply by July 18, 2007

Please complete this form and submit it by July 18, 2008 to register for the Miami-Dade MRC Orientation Session. There is no registration fee for this event. Participants will receive the Miami-Dade MRC handbook, MRC Basic Gear, among other items.

Space is limited to 25 attendees. Please reserve your seat today.

First Name:	Last Name:					
Phone:	Fax:	_ Email:				
Please select one of the following options:						
□ Option 1: July 23, 2008 - 8:00 AM – 9:00 AM						
□ Option 2: July 23	, 2008 - 4:00 PI	M – 5:00 PI	M			
Please provide us with ye	our T-shirt size: S	\square M \square L	□ XL □ 2XL			

How to register For your own convenience, we provide three different and simple ways to register. Please select one.

You will receive a confirmation of your registration. Space is limited to 25 attendees. Please reserve your seat today.

By email to miamidademrc@doh.state.fl.us

By fax to (786) 845-0440

By phone to (305) 470-6928

For additional information please contact:

Claudio Micieli
Miami-Dade County MRC Unit
Miami-Dade County Health Department – Public Health Preparedness Program
8175 NW 12th Street Suite 305, Miami FL 33126
(305) 470-5668
claudio micieli@doh.state.fl.us

What is next...

After the orientation session you will...

Become an active MRC volunteer! You will be invited to attend the MRC Core Competencies Training. This basic training represents the baseline level of knowledge and skills that all MRC volunteers should have, regardless of their roles within the MRC unit. You will have the option to take this four (4) hour training online or in DVD at your own pace and in the comfort of your home.

Be prepared to serve your community in times of need. After your orientation session and basic training you will be periodically notified about advance training opportunities and invitations to participate in exercises and drills with the Miami-Dade County Health Department and other response partners.

Be deployed in a real event. As a well trained and prepared MRC volunteer you may be deployed as part of the Miami-Dade County Health Department emergency response team to support exiting local emergency responders during emergencies or catastrophic events. We will support you with liability protection and worker's compensation when serving as part of the MRC.

And remember, your participation in Miami-Dade MRC is voluntary. It will always be up to you to decide if it is feasible, appropriate or even safe to participate in any activities related to the MRC initiative, including deployment during a real event. You always have the right to refuse or decline at any time and that will not hinder your ability to participate in future activities or deployments as part of the MRC group.

Welcome to Miami-Dade MRC. Please do not hesitate to contact us if you should have any questions.

Best Regards,

Claudio Micieli, MPH

Medical Reserve Corps Coordinator Miami-Dade County Health Department Public Health Preparedness Program 8175 NW 12th Street, Suite 305 Miami, Florida 33126 Tel (305) 470-5668 - Fax (786) 845-0440





<u>Please note</u>: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Public Records Act, Chapter 119, F.S.

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Sample Email Miami-Dade MRC Orientation Tomorrow



Volunteers Building Strong, Healthy, and Prepared Communities

MRC Miami-Dade

Florida Medical Reserve Corps Network



TomorrowMRC Orientation

Miami-Dade County Health Department – Miami, Florida
October 13, 2008
8:00 am – 9:00 AM

Location

Large Conference Room Miami-Dade County Health Department 8600 NW 17 Street, Suite 200 Miami, FL 33126

Purpose of the MRC Orientation Session

The orientation session will provide the opportunity for new MRC volunteers to learn more about the MRC volunteer initiative, policies/procedures as related to MRC, training requirements, activities, and their role as an MRC volunteer in medical and public health emergency response in Miami-Dade.

Agenda

8:00 - 8:10 AM	MRC initiative overview
8:10 - 8:20 AM	Miami-Dade MRC unit role in public health and/or emergency response
8:20 - 8:50 AM	Miami-Dade MRC unit policies and procedures
8:50 - 9:00 AM	What is next - Questions and Answers session

Sample Email Miami-Dade MRC Orientation Tomorrow

Facilitator

Claudio Micieli, M.P.H., Government Operations Consultant, Miami-Dade County MRC Coordinator, Miami-Dade County Health Department, Public Health Preparedness Program.



Miami-Dade County Medical Reserve Corps - 2007

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Sample Miami-Dade MRC Orientation Agenda



Volunteers Building Strong, Healthy, and Prepared Communities

AGENDA Miami-Dade MRC Orientation

Date: June 18, 2008 **Time:** 4-5 PM

Venue: Large Conference Room - Miami-Dade County Health Department, 8600 NW 17 Street, Suite

200, Miami, FL 33126

Purpose of the MRC Orientation Session: The orientation session will provide the opportunity for new MRC volunteers to learn more about the MRC volunteer initiative, policies/procedures as related to MRC, training requirements, activities, and their role as an MRC volunteer in medical and public health emergency response in Miami-Dade.

Intended Audience: New MRC volunteers and those who work supporting the MRC initiative.

Goals:

- Increase participant awareness and knowledge about the MRC initiative.
- Provide information about policies/procedures related to MRC.
- Provide information about the role of MRC volunteers in medical and public health emergency response in Miami-Dade.
- Provide information about training requirements and future activities opportunities.
- Provide an opportunity for networking.

Objectives: By the end of the orientation session, participants should be able to:

- Achieve basic understanding of the MRC initiative.
- Identify MRC guidelines and/or procedures for assignment, activation, reporting and deactivation.
- Understand MRC member's roles and responsibilities.
- Describe the role of the local MRC unit in public health and/or emergency response in Miami-Dade.
- Recognize the need for additional trainings and/or activities as they pertain to MRC.

Agenda:

4:00 - 4:10 PM MRC initiative overview

4:10 - 4:20 PM Miami-Dade MRC unit role in public health and/or emergency response

4:20 - 4:50 PM Miami-Dade MRC unit policies and procedures

4:50 - 5:00 PM What is next - Questions and Answers session

Facilitator: Claudio Micieli, M.P.H., Government Operations Consultant, Miami-Dade County MRC Coordinator, Miami-Dade County Health Department, Public Health Preparedness Program.

Sample Miami-Dade MRC Orientation Handout - "What is Next"



Volunteers Building Strong, Healthy, and Prepared Communities

What is next...

After the orientation session you will...

Become an active MRC volunteer! You will be invited to attend the MRC Core Competencies Training. This basic training represents the baseline level of knowledge and skills that all MRC volunteers should have, regardless of their roles within the MRC unit. You will have the option to take this four (4) hour training online or in DVD at your own pace and in the comfort of your home.

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Be deployed in a real event. As a well trained and prepared MRC volunteer you may be deployed as part of the Miami-Dade County Health Department emergency response team to support exiting local emergency responders during emergencies or catastrophic events. We will support you with liability protection and worker's compensation when serving as part of the MRC.

And remember, your participation in Miami-Dade MRC is voluntary. It will always be up to you to decide if it is feasible, appropriate or even safe to participate in any activities related to the MRC initiative, including deployment during a real event. You always have the right to refuse or decline at any time and that will not hinder your ability to participate in future activities or deployments as part of the MRC group.

Welcome to Miami-Dade MRC. Please do not hesitate to contact us if you should have any questions.

Claudio Micieli, MPH





Sample Miami-Dade MRC Orientation Registration Log

Miami, Florida – June 18, 2008 4-5 PM Miami-Dade MRC Orientation Registration



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